



# CITY COUNCIL

## AGENDA REQUEST

AGENDA OF:	09-20-11	AGENDA REQUEST NO:	III-G
INITIATED BY:	ROBERT HAZELRIG , PROGRAM COORDINATOR <i>RH</i>	RESPONSIBLE DEPARTMENT:	PUBLIC WORKS
PRESENTED BY:	MIKE LEECH, ASSISTANT PUBLIC WORKS DIRECTOR <i>ML</i>	DEPARTMENT HEAD:	MIKE GOODRUM, DIRECTOR OF PUBLIC WORKS <i>MWG</i>
		ADDITIONAL DEPARTMENT. HEAD (S):	N/A
SUBJECT / PROCEEDING:	CUSTODIAL SERVICES FOR CITY FACILITIES AWARD CONTRACT		
EXHIBITS:	CONTRACT		
CLEARANCES		APPROVAL	
LEGAL:	JOE MORRIS, <i>JCM</i> CITY ATTORNEY	ASST. CITY MANAGER:	KAREN DALY <i>kd</i>
PURCHASING:	TODD REED, CPPB PURCHASING MANAGER <i>TR</i>	ASST. CITY MANAGER:	N/A
BUDGET:	JENNIFER BROWN, <i>JB</i> BUDGET & RESEARCH DIRECTOR	CITY MANAGER:	ALLEN BOGARD <i>kd</i> FOR AB
BUDGET			
EXPENDITURE REQUIRED: \$		184,340.10	
AMOUNT BUDGETED/REALLOCATION: \$		197,200.00	
ADDITIONAL APPROPRIATION: \$		N/A	
RECOMMENDED ACTION			
Award annual Custodial Services contract for City facilities in a maximum amount of \$184,340.10 to G & C Building Maintenance Services.			

## EXECUTIVE SUMMARY

The Public Works Department provides Janitorial services through a contractor for Municipal facilities including City Hall, the Police and Courts Facility, the Fire Administration Facility, the Recreation Center, the Airport Terminal and Pilot Center and the Public Works and Utilities Service Center.

The daily cleaning of municipal buildings provided under this contract includes, but is not limited to: dusting, sweeping, mopping, vacuuming, recycling, carpet spot cleaning, and disposal of trash. Services also include weekly buffing of tile floors and quarterly waxing. The contract also provides for interior and exterior window washing and an hourly rate for special events.

It was determined that the best way to engage a contractor who will meet the City's expectations was through the use of the Competitive Sealed Proposals Process. In the past, the purchasing process of accepting the lowest bidder has been utilized with mixed results. The Competitive Sealed Proposals Process allows the City to select the best qualified vendor based on the following defined criteria:

- Pricing
- Project Management
- Financial Strength/History
- Past Performance, Experience and References

On September 1, 2011, fourteen (14) proposals were received for the custodial services. Based on the evaluations conducted by the team relative to the project evaluation criteria, the Public Works Department is recommending award of a Custodial Services Contract in a maximum amount of \$184,340.10 to G & C Building Maintenance Services.

The contractual agreement is for one year, with an option for 4 one-year extensions, and begins October 1, 2011. Budgeted funding in the amount of \$197,200 is available in FY12 operations budget. The Public Works Department recommends award of the annual Custodial Services for City Facilities Contract to G & C Maintenance Services in a maximum amount of \$184,340.10.

## EXHIBITS

**CITY OF SUGAR LAND**  
**STANDARD CONTRACT FOR GENERAL SERVICES**  
Over \$50K - Form Revised 5/17/10

**I. General Information and Terms.**

Contractor's Name and Address: G&C Maintenance Building Services, Inc. dba Alpha Cleaning Concepts

Description of Services: Facility Custodial Services

Maximum Contract Amount: \$184,340.10

Effective Date: October 1, 2011

Termination Date: (See III C) September 30, 2012

Renewal: The City of Sugar Land has the right to extend this contract upon the same terms and conditions, including prices established hereunder, for up to four additional one year terms by notifying the contractor in writing of each one year extension at least 30 days prior to the date the contract would otherwise terminate.

Contract Parts: This Contract consists of the following parts:

- I. General Information and Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Additional Terms or Conditions
- V. Additional Contract Documents

**II. Signatures.** By signing below, the parties agree to the terms of this Contract:

**CITY OF SUGAR LAND**

\_\_\_\_\_  
City Manager or Assistant City Manager

Date: \_\_\_\_\_

**CONTRACTOR:**

By: 

Date: 9/6/11

Reviewed for Legal Compliance:

